

Meeting the growing consumer and employee demands for increased health services on the job, the American Cancer Society Workplace Services program provides corporate tools and resources to initiate or enhance existing employee health and wellness services.



Workplace Services

"Healthy Ideas For A Healthy Workplace"

# BecauseWeCare

September 2003



*A workplace wellness message from your American Cancer Society*

## At Work Or Play...Time Is Everything

Do you ever have the feeling that no matter how hard you try you'll never get everything done? Whether it's responsibilities at work or at home, many people find that there just aren't enough hours in the day to do what they need to do. Effective time management can help ease the stress that comes from missed deadlines or an unkempt house. By following these tips, you'll add minutes to your day and joy to your life.

- **Get organized.** Spending a little time planning today for what you'll do tomorrow will help you get the day off to a quick start. Determine what your priorities are and start there. Consider using a To Do list and check off tasks as you complete them. You'll feel a great sense of accomplishment as you see the list shrink.
- **Stay focused.** Nothing wastes time like unnecessary interruptions. If you're at work, limit socializing to breaks and lunch hours. At home, let the answering machine pick up phone calls until you're

finished what you're working on. You'll work more efficiently when you stay on track.

- **Know your peak time.** When is your peak energy time of the day? Plan to tackle your top priority tasks then. You'll take less time to complete a task when you're running on full steam.
- **Learn to say "No."** The truth is that sometimes we simply can't do it all. Before adding something new to your To Do list, review your priorities. Turning down a meeting or a dinner invitation may be necessary if it doesn't fit in with your priorities.
- **Above all, strive for a balance between work and play,** and don't be surprised when you become happier and healthier as a result.

## In This Issue

- Fitting in Fitness
- Eating on the Run
- Crunchy "e"-recipe



click on this symbol throughout this e-newsletter for interactive simple solutions

## Fitting In Fitness

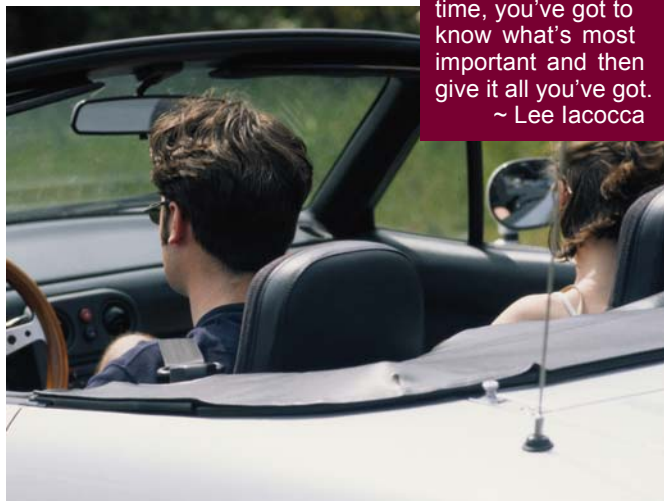
Whether you have a few minutes, or half an hour or more, take the time to fit in some fitness. Mark time on your calendar for your exercise, just like you make an appointment for a meeting. It's a meeting for yourself and your health.

### 10-15 MINUTES

- Get off the bus a few blocks before your stop and walk the rest of the way.
- Park away from the store and walk those extra steps.
- Skip the elevator and take the stairs.
- Take a short walk during your lunch hour, or right after work.

### 30 MINUTES OR MORE

- Check out a yoga, pilates or aerobic exercise tape/DVD from your local library.
- Get up a half-hour early to get in some stretching exercises.
- Walk or bike to the store for your groceries.
- Join a sports or recreation team.



If you want to make good use of your time, you've got to know what's most important and then give it all you've got.  
~ Lee Iacocca

## Eating On The Run


The hustle and bustle of daily life can make it difficult to make healthy meal choices while on the go. These tips can help you stay on task and remain healthy:

- When ordering through the fast-food drive-through, order the salads or yogurt.
- While you're on the go or between meals, snack on trail mix, dried fruits or vegetables.
- For a quick & healthy lunch, cook larger meals and freeze smaller leftovers.
- Keep a stash of healthy snacks in your office drawer, it can help you stay away from the vending machine.

## What Exactly Is A Portion?

It can be difficult to visualize a half-cup or three ounces, let alone one serving. Here are some everyday comparisons:

A teaspoon of margarine	=	The tip of the thumb to the first joint
Three ounces of meat	=	A deck of cards
One cup of pasta	=	The size of a tennis ball
One bagel	=	The size of a hockey puck
An ounce and a half of cheese	=	The size of three dominoes
Two tablespoons of peanut butter	=	The size of a ping-pong ball
A half cup of vegetables	=	The size of a lightbulb

Don't forget to have fun and make some of your own comparisons and share them with your friends. Click here  for hints on how.

You have often heard that to eat healthy you should have 5-6 servings of fruits and vegetables and 6-11 servings of other foods a day. But what really counts as a serving? Check it out below! Cut it out and place it on your refrigerator ... **it's good for you.**

### BREAD, CEREAL, RICE, PASTA

1 slice bread  
1 ounce ready-to-eat cereal  
½ cup of cooked cereal, rice, pasta



### VEGETABLES

1 cup of raw leafy vegetables  
½ cup of other cooked or chopped raw vegetables  
¾ cup vegetable juice



### FRUIT

1 medium apple, banana, orange  
½ cup of chopped, cooked or canned fruit  
¾ cup of fruit juice



### MILK, YOGURT, CHEESE

1 cup milk or yogurt  
1 ½ ounces of natural cheese  
2 ounces processed cheese



### MEAT, POULTRY, FISH, DRY BEANS, EGGS, NUTS

2-3 ounces of cooked lean meat, poultry, fish  
½ cup cooked dry beans  
2 tablespoons peanut butter  
1/3 cup nuts  
1 egg



# Are You Living Smart?

Take this Quiz and see if you are living smart.

YES NO

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | I eat at least 5 servings of fruits and vegetables every day.  |
| <input type="checkbox"/> | <input type="checkbox"/> | I eat at least 6 servings of bread, rice, pasta and cereal every day.  |
| <input type="checkbox"/> | <input type="checkbox"/> | I drink reduced-fat or fat-free milk and yogurt, and seldom eat high-fat cheeses.                            |
| <input type="checkbox"/> | <input type="checkbox"/> | I rarely eat high-fat meat like bacon, hot dogs, sausage, steak or ground beef.                              |
| <input type="checkbox"/> | <input type="checkbox"/> | I take it easy on high-fat, baked goods such as pies, cakes, cookies, sweet rolls and doughnuts.             |
| <input type="checkbox"/> | <input type="checkbox"/> | I rarely add butter, margarine, oil, sour cream or mayonnaise to foods when I'm cooking or at the table.     |
| <input type="checkbox"/> | <input type="checkbox"/> | I try to maintain a healthy weight.  |
| <input type="checkbox"/> | <input type="checkbox"/> | I am physically active for at least 30 minutes on most days of the week.                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | I usually take the stairs instead of waiting for an elevator.  |
| <input type="checkbox"/> | <input type="checkbox"/> | I try to spend most of my free time being active, instead of watching television or sitting at the computer. |
| <input type="checkbox"/> | <input type="checkbox"/> | I never, or only occasionally, drink alcohol.  |

You checked "Yes" on 9-12 of 12 questions.

## Good for you!

You're living smart! Keep up the good habits and keep looking for ways to improve.

You checked "Yes" on 5-8 of 12 questions.

## Not bad!

You're halfway there! You still have a way to go. Look at your NO answers to help you decide which areas of your diet need to be improved or whether your physical activity level should be increased.

You checked "Yes" on 0-4 of 12 questions.


## Diet alert!

Your diet is probably too high in fat and too low in plant foods like fruits, vegetables and grains. You may want to take a look at your eating habits and find ways to make some changes.



## Make Exercise Work For You

- **If you are active and want to maintain your current level of fitness**, try adding new activities to your routine to use different muscles and keep your interest.
- **If you are active but want to do more**, increase the intensity, duration, or frequency of what you currently do. Moderate to vigorous activity for 45 minutes or more five or more days a week will increase your health benefits.
- **If you haven't been active**, you should start with moderate activities and gradually increase the duration, frequency and intensity as you become more fit. Work your way up to 30 minutes or more five or more days a week.

Click here  to find the "calories burned tool" that will tell you how your workout or daily activity are working for you.



## Chicken-Apple Sauté

1 tablespoon corn oil or safflower oil  
 1 pound chicken breasts, skinned, boned and cut into strips  
 1 cup celery, diagonally sliced  
 1 medium green bell pepper, sliced lengthwise  
 1 Golden Delicious apple, cored and sliced  
 ½ cup apple juice  
 1 tablespoon white wine vinegar  
 1 tablespoon cornstarch  
 1 teaspoon light soy sauce

Heat oil over medium heat in a wok or non-stick skillet. Add chicken and sauté over medium-high heat until cooked through, then remove chicken. Add celery, green pepper and onion and stir-fry for 1 minute. Combine apple juice, vinegar, cornstarch and soy sauce in a small bowl, then add to chicken. Cook until thickened, stirring constantly. Makes 4 servings.

*238 calories, 7 grams of fat per serving.*



Click here to order your very own American Cancer Society's *Healthy Eating Cookbook* - A celebration of food, friends, and healthy living.

### October Preview

- Motivate Yourself
- Adventure Land
- Cozy "e"-recipe

## Fruit Of The Month



### The Apple

**History:** The native home of the apple is not known, but it probably originated somewhere between the Caspian and the Black Seas. The apple was introduced to America by early settlers; one man, John Chapman (aka Johnny Appleseed) was responsible for extensive plantings of apple trees throughout the Midwestern states.

**Varieties:** 7500 varieties of apples are grown throughout the world. Apples come in all shades of reds, greens and yellows.

**Health Benefits:** Apples are high in fiber and a good source of both Vitamin C and potassium.

**Fun Fact:** The largest apple ever picked weighed three pounds.

#### Quick Recipe Ideas:

- Brew tea with apple juice or cider instead of water
- Mix apple juice with carbonated water or club soda for a sparkling thirst quencher
- Make instant mulled cider by microwaving a mug of cider with a cinnamon stick and clove

**Apples aren't just fun to eat. They can also be used for art projects and as decorations. Check out some of these fun ideas:**

**Apple Stamp** Cut an apple in half horizontally and it forms a stamp with a star shape in the center. Use different sizes of apples and stamp on fabric or paper. It is great for greeting cards or homemade wrapping paper. **Apple Candlestick Holders** Core two apples halfway. Place candlesticks inside the cored apple. Squeeze lemon on any design you make to keep it from turning brown. Remember to place apples on large votive holders or tinfoil to catch drips when candles are lit. **Seed Collage** Save the seeds from a bunch of apples. Allow them to dry, and have your child glue them to a piece of paper. **Apple Gathering** Visit a local orchard and enjoy an afternoon of apple picking.

All content for BecauseWeCare is provided by the American Cancer Society.

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